

2.06 Redeployment

This policy sets out arrangements for the redeployment of all permanent NICS staff who, for whatever reason, become surplus to a Department's requirement. It should be read in conjunction with the procedures dealing with redundancy (Section 2.01 General Principles).

- A primary aim of management will be to ensure the absorption of surplus staff by means of redeployment – Section 1 Introduction
- Departments will take into account the mobility obligations of the grades concerned – Section 3 Mobility
- The suspension of open recruitment, promotion, and internal transfers may be considered – Section 2.2 General Principles
- Every effort will be made to facilitate transfer requests which are high priority on welfare grounds – Section 2.3 General Principles
- If you are declared surplus you may be considered for placement in another suitable discipline – Section 2.4 General Principles
- Redeployment to another Department will not result in your name being removed from a promotion list in your former Department – Section 2.11 General Principles

The following term within this policy are defined in the glossary:

Central Transfer List

You may also be interested in the following policies:

1.03 Central Transfer List, 7.02 Staff Welfare, 2.01 Redundancy

This policy is version 3.0

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2.06 Redeployment

1 Introduction

1.1 This section sets out arrangements for the redeployment of all permanent Northern Ireland Civil Service (NICS) staff who, for whatever reason, become surplus to a Department's requirements. It should be read in conjunction with policy 2.01, Redundancy.

2 General Principles

2.1 A primary aim of management in the Northern Ireland Civil Service will be to ensure the absorption of surplus staff by means of redeployment either to other suitable posts in the same Department - insofar as this is possible - or in another Department. The employing Department, therefore, will be responsible, initially, for making every effort to absorb its own surplus staff or to place them in other Departments; only when these measures have been exhausted can a formal surplus be declared (to Resourcing Division, DFP).

2.2 When formal surpluses have been declared, the redeployment and placement of the staff concerned will take precedence over all recruitment, transfers and promotions, as well as the employment of casual staff. If you are returning from a career break you will be treated in accordance with policy 3.08, Special Leave, paragraphs on Career Breaks et seq. To ensure that surplus staff are redeployed and placed in other suitable posts as quickly as possible, the suspension of open recruitment and/or promotion (including temporary promotion) may have to be instituted in either the short or long term, depending on the circumstances. However, in instances where HRConnect has already issued offers of appointment, action on these will be completed before open recruitment competitions are suspended.

2.3 Occasions may arise when it might be necessary to suspend internal transfers of staff as well as the operation of the Central Transfer List (CTL). However, wherever possible, every effort will be made to facilitate those transfer requests which Welfare Officers confirm as being high priority on Welfare grounds. Further, while surpluses exist, non-compassionate transfers from the Home Civil Service will not, as a rule, be permitted but compassionate cases will be judged on the same basis as the above.

2.4 In addition to redeployment elsewhere within the same discipline, if you are declared surplus you may also be considered for placement in another suitable discipline. Provided the normal rules are satisfied this can be effected by means of: (i) level transfers; (ii) lateral movement - although in practice the scope for this may be very restricted; and (iii) the Sideways Transfer Scheme, if applicable.

2.5 It follows that if you are a surplus member of staff who moves to another discipline or to the General Service via any of these measures you will be given precedence over new entrants. However, in the event of unexpected surpluses arising in the discipline to which you are moving, no transfers can take place until these surplus staff have been absorbed and the surpluses cleared.

2.6 If you have concerns regarding a particular posting, particularly in relation to your personal circumstances, you have the right of an interview with your Personnel/Career Development Officer to discuss the posting.

2.7 If you are considered unsuitable under any of the options (i), (ii) or (iii) of paragraph 2.4 above and you cannot be redeployed in your own discipline/specialism, you will be dealt with in accordance with the pre-redundancy procedures set out in paragraph 2.13 below and policy 2.01, Redundancy. The normal rules relating to starting pay on transfer to a new substantive grade will apply unless particular circumstances allow pay to be held on a mark-time basis.

2.8 In a surplus situation it will not necessarily be those whose posts are to disappear who will be put forward for transfer, nor will the 'last in - first out' principle be the only determining factor. In certain circumstances, for instance in advance of a surplus being declared, early consideration may be given to inviting volunteers for transfer. In such instances Departments will make arrangements to ascertain from you your preference as regards locations and types of work; where these clash, preference should be given to locating you in an area of your choice. Whilst everything possible will be done to ensure that your wishes are taken into account it may not always be possible to accommodate them.

2.9 Releasing Departments will make staff available for absorption into other Departments from as broad a spectrum of ages and ability-ranges as possible. Departments cannot refuse to take an individual unless unsuitability for a particular vacancy can be demonstrated. When you have been allocated to a new Department you should be released with minimum delay (normally within six weeks).

2.10 Additionally, when a surplus has been declared importing Departments may, where appropriate, and following consideration of cases listed on the CTL, advertise vacancies through interest circulars and invite applications from staff with the necessary competences from the surplus grade to apply.

2.11 Redeployment to another Department will not result in your name being removed from a promotion list in your former Department. You will, therefore, be considered for promotion to vacancies in your former Department, subject to the normal equalization procedures, for the duration of the life of the list on which your name appears. This rule is subject to the operation of the normal rules for promotion and will not affect your right to be considered for promotion in the new Department.

2.12 In a redeployment situation it is possible that some Departments may have to take a larger proportion of surplus staff than others, but the aim will always be to achieve an equitable distribution of the surpluses. As far as practicable, account will be taken of the implications of redeployment for equality of promotion opportunity.

2.13 Even after allowing for the operation of the redeployment rules, it cannot be guaranteed that there will be no redundancies. For example, where surpluses occur at small locations, or in specialist disciplines where there is no foreseen scope for redeployment, pre-redundancy measures such as early retirement or early severance may be applicable. In the event of redundancies being unavoidable, the procedures set out in policy 2.01, Redundancy must be followed.

2.14 In such instances, Resourcing Division, DFP should be notified and Departmental TUS consulted about the unit to be targeted. The agreement of Resourcing Division, DFP will also be required for early retirement/severance schemes. Where grades other than Departmental grades are involved for instance, General Service or grades common to several Departments, Resourcing Division will consult with Central TUS about the unit to be targeted.

2.15 If you are mobile, you will be declared redundant only if there is no suitable post for you anywhere in the Northern Ireland Civil Service. If you are non-mobile, you will be declared redundant only if there is no suitable post available within reasonable daily travelling distance of your home either in the same or in another Department (see paragraph 4.1). As in the case of early retirement, Departments should not initiate redundancy procedures without first consulting Resourcing Division. In any redundancy situation, policy 2.01, Redundancy will apply. Departmental and Central Trade Union Sides will be kept informed about staff surplus situations on an ongoing basis.

3 Mobility

3.1 In effecting the redeployment of surplus staff, Departments will take into account the mobility obligation of the grades concerned and, in doing so, they must also take cognizance of the equal opportunities dimension. For non-mobile grades redeployment will be to a location within reasonable daily travelling distance (see paragraph 4.1) while if you are in a mobile grade you may be considered for

redeployment to any Civil Service post within Northern Ireland. (See policy 1.02, Mobility).

3.2 However, Departments should endeavour to avoid compulsory transfers from one location to another which would involve you having to move house. If you are a non-mobile member of staff and are prepared to move to a new location beyond reasonable daily travelling distance you will be entitled to the normal range of financial assistance associated with compulsory transfer.

4 Reasonable Daily Travelling Distance

4.1 For the purposes of redeployment, the criteria for determining reasonable daily travelling distance will be:

- a. the extent to which the distance from your home to the new office exceeds that to the old office;
- b. whether your home can reasonably be regarded as within the dormitory area of the new office;
- c. whether reasonable public transport facilities are available, sufficient to allow you to meet normal starting and finishing times; and
- d. whether there are any personal factors which should be taken into account.

5 Procedures

5.1 Departments will observe the following procedures in connection with the redeployment of surplus staff (for Senior Civil Service staff refer to paragraph 5.4):

- a. Resourcing Division, DFP must be notified as early as possible of any impending formal surpluses - see paragraph 2.1 above;
- b. at the same time, Departments must advise the respective Establishment/Personnel Divisions of the other Departments that employ staff in the grades concerned in order to match you with suitable existing or anticipated vacancies; and
- c. Resourcing Division will maintain a central register containing details of staff surpluses on a Service-wide basis.

5.2 In the event of problems arising from surpluses in the grades of Staff Officer and above, including analogous grades, it may be necessary to convene special meetings of Establishment Officers/Personnel Officers. In such circumstances the meeting will be called and chaired by a member of Resourcing Division, DFP.

5.3 In addition, an Interdepartmental Group consisting of representatives from Departmental Establishment/Personnel Divisions will meet annually or as required to discuss arrangements for the redeployment of staff in the grades of Grade 6 and below, including analogous grades. This forum will also be chaired by a representative from Resourcing Division, DFP.

5.4 The redeployment of staff within the Senior Civil Service is managed centrally by the Permanent Secretaries Group in conjunction with the Director of Central Personnel Group.

6 Role of Resourcing Division, DFP

6.1 Overall responsibility for redeployment policy and procedures falls to Resourcing Division, DFP. These responsibilities include:

- a. collating information on surpluses, vacancies, promotions and preparing and issuing periodically a register of staff by grade totalling the number available for redeployment;
- b. the application and implementation of measures – for example, embargoes on recruitment and promotion (including notification to Departments and HRConnect) - to ensure the absorption, Service-wide, of all staff surpluses as quickly as possible;
- c. monitoring the effectiveness of the redeployment procedures, liaising with Departments on individual cases, and arbitrating where necessary; and
- d. analysing, where necessary, the implications of redeployment for promotion, recruitment, transfers, and so on.